



**METROPOLITAN
TRANSPORTATION
COMMISSION**

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Memorandum

TO: Administration Committee

DATE: June 3, 2009

FR: Executive Director

W.I.: 1111

RE: Contract Amendment - High School Internship, Agency Support: Paradigm Staffing Solutions

On January 5, 2007, a Request for Proposal (RFP) was issued for an employment agency to assist with the temporary hiring of high school internship program participants. The contract was awarded to Paradigm Staffing Solutions for the period of June 19, 2007 through June 30, 2008, with the option to renew at a negotiated price for two additional summer hiring sessions through June 30, 2010.

Approval of this contract amendment allows services to continue next fiscal year beginning July 1, 2009 through June 30, 2010. Paradigm will be paid at 30% over the Intern's \$10.00 hourly rate and includes program administration, workers' compensation insurance coverage, withholding and proper deposits of both the employee and employer payroll taxes.

Fiscal Year	Annual Payment	Total Contract NTE
Original	\$65,000	\$65,000
FY 07-08 (Amendment #1 & 2)	\$25,000	\$90,000
FY 08-09 (Amendment #3)	\$100,000	\$190,000
FY 09-10 (Amendment #4)	\$100,000	\$290,000

Staff recommends that this Committee authorize the Executive Director or his designee to negotiate and enter into a contract amendment with Paradigm Staffing Solutions to provide assistance with the temporary hiring of the high school internship program participants for summer sessions beginning July 1, 2009 through June 30 2010, in the amount not to exceed \$100,000 in FY 2009-10. The amendment is subject to Commission adoption of the FY 2009-10 Draft Budget at its June 24th meeting.

Steve Heminger

SH:AM

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REQUEST FOR COMMITTEE APPROVAL

Summary of Proposed Contract Amendment

Work Item No.:	1111
Vendor:	Paradigm Staffing Solutions, Oakland, CA
Work Project Title:	Temporary Agency
Purpose of Project:	To serve as the employment agency to assist with the temporary hiring of high school students selected to participate in MTC's Summer Internship Program, in which students will work at various job sites around the nine-county Bay Area.
Brief Scope of Work:	Hire selected students, pay students on a weekly basis, provide workers' compensation, withhold payroll taxes, and designate a staff person that will work with the students on any payroll discrepancies.
Project Cost Not to Exceed:	\$100,000 (FY 2009/10)
Funding Sources:	TDA
Fiscal Impact:	Included in FY 2009-2010 Draft Budget
Motion by Committee:	That the Executive Director or his designee is authorized to negotiate and enter into a contract amendment with Paradigm Staffing Solutions to assist in the temporary hiring of high school students selected to participate in MTC's Summer Internship Program for summer sessions beginning July 1, 2009 through June 30 2009, and the Chief Financial Officer is authorized to set aside funds in the amount of \$100, 000 for the contract amendment in FY 2009-2010, subject to Commission adoption of the FY 2009-10 agency budget.
Administration Committee:	<hr/> Tom Bates, Chair
Approved:	June 10, 2009